

JOB DESCRIPTION
WILLIAM BENDLOWE CHARITY (Reg No. 241285)
OPERATING IN SHALFORD & SURROUNDING AREAS

Position: Compliance Manager

Reporting To: Trustees

ROLE PURPOSE

To ensure the Charity remains compliant at all times to the Charity Commissions Regulations, Charity Law and in-house Policies and Procedures

KEY RESPONSIBILITIES

- **Policy Development:** Create, implement and review, internal policies and procedures to ensure the company meets regulatory and ethical obligations.
- **Regulatory Monitoring:** Stay updated on relevant laws, regulations, and Charity best practices.
- **Audits and Risk Assessment:** Conduct risk assessments and internal audits to identify compliance gaps, evaluate the significance of risks, and monitor adherence to regulations.
- **Employee Training:** Educate members on company policies, relevant regulations, and the importance of compliance to foster a culture of adherence.
- **Advising Management:** Provide guidance to Trustees on compliance matters, helping them make informed decisions that align with legal and ethical standards.
- **Issue Investigation:** Investigate irregularities and instances of non-compliance, gathering evidence and taking corrective actions to resolve issues and mitigate future risks.
- **External Liaison:** Communicate with external regulatory bodies to stay abreast of changes and ensure the Charity meets external requirements.

KEY SKILLS

- **Strong Communication:** Effectively communicate complex regulatory information to various stakeholders and departments.
- **Analytical & Research Skills:** Ability to research, interpret, and understand detailed legal and regulatory information.
- **Attention to Detail:** Meticulous in reviewing documents, processes, and records to ensure accuracy and adherence to standards.
- **Problem-Solving:** Identify compliance issues and develop practical solutions to address them.
- **Leadership & Organisation:** Manage multiple tasks, projects, and deadlines, and build relationships across departments to drive compliance initiatives. Promote and educate where necessary Bendlowe's Policies.
- **Adaptability:** Ability to adapt to constantly changing regulations and business environments.

KEY ATTRIBUTES

- Willingness to work as a team offering to assist other members of the Charity when necessary especially if possessing the required skills, experience etc needed
- Deep regulatory knowledge
- Strong analytical and problem-solving skills
- Excellent communication and leadership abilities
- High ethical integrity
- Attention to detail, and adaptability.
- Strong organizational skills
- A capacity for continuous learning
- Risk management expertise
- Ability to foster a culture of compliance within an organisation.

Name: Date: